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OCT 3 1958

MEMORANDUM FOR: Career Council

SUBJECT : Records of Uncompensated Overtime

1. Pursuant to my commitment to the Career Council at its meeting on 23 July 1958, I am forwarding herewith a memorandum from the Comptroller concerning the maintenance of uncompensated overtime records and the probable values of such information. Since this document recommends the development of a separate reporting mechanism, but does not clearly state why the present time and attendance report could not be adapted to this purpose, I have inquired further into this aspect of the problem and present the following supplemental comments:

(a) There is a very important time factor involved in the processing of payrolls, particularly in pay periods with holidays. The injection of this additional factor would necessitate the punching of a separate group of IBM cards and thereby slow the payroll processing.

(b) The T & A Form is already crowded, and the most that could be reflected would be a single figure representing total uncompensated time during the pay period. It would be impossible to reflect such time on a day-to-day basis. Such composite reporting would eventually degenerate into guesses, and the product would be of doubtful accuracy. To be effective, the reporting system should be based on a daily "worksheet".

(c) If uncompensated overtime is recorded on the T & A Form, thereby introducing another factor to be separated, it would increase the incidence of error and possibly result in decreased accuracy in the overall processing.

2. One other aspect which is noted is the fact that T & A's are not used for certain categories of personnel, and, to a large degree, these are the categories in which such data would be most significant. All of our personnel [REDACTED]

25X1C4a

25X1C4a

[REDACTED] and we receive no T & A reports. Staff agents and contract personnel are paid on the basis of duty status reports, the processing of which entails necessary delays. Consequently, we might generalize by stating that T & A reporting could not apply to most of the personnel being paid from Confidential funds.

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3. In this age of frozen monetary and personnel ceilings, and with the heavy emphasis on the elimination of marginal requirements, it would seem to be inadvisable to further complicate the administrative reporting unless there is a clearly demonstrated need for the product to be obtained.

SIGNED

L. K. WHITE
Deputy Director
(Support)

Attachment:

SA-DD/S:TBA:jlf (1 Oct. 58)

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